

**Date:** May 21, 2012

**To:** Thomas J. Bonfield, City Manager  
**Through:** Keith Chadwell, Deputy City Manager  
**From:** Kevin Dick, Director, Office of Economic and Workforce Development  
Nicholas McCoy, Senior Workforce Development Manager  
Office of Economic and Workforce Development

**Subject:** Contract Amendment with Community Partnerships, Inc. to provide Workforce Investment Act youth framework services from October 1, 2010 – June 30, 2013.

### **Executive Summary**

This memorandum outlines a recommendation to renew the current contract with Community Partnerships Inc. (CPI) from July 1, 2012 to June 30, 2013 and increase the amount of the contract by \$350,000.00 to provide Workforce Investment Act (WIA) Youth program framework services for up to 150 WIA eligible youth in the Youth Employed and Succeeding (YES) program. Approval of this contract amendment will allow uninterrupted services to be provided to WIA youth beyond the existing contractual completion date (set to expire on June 30, 2012). The total contract amount will not exceed \$875,000.00 with this amendment.

### **Recommendation**

The Office of Economic and Workforce Development (OEWD) recommends that City Council authorize the City Manager to execute a contract amendment with CPI to provide uninterrupted youth framework services from July 1, 2012 through June 30, 2013 and increase the amount of the contract by \$350,000.00 for a total contract amount not to exceed \$875,000.00. OEWD further recommends that City Council authorize the City Manager to modify the contract provided that the modifications do not increase the dollar amount and the modifications are consistent with the general intent of the contract.

### **Background**

As a result of the Request for Proposals (RFP) that closed on May 20, 2010, the Durham Workforce Development Board (DWDB) at their July 29, 2010 board meeting, unanimously approved the WIA Youth RFP Review Panel and DWDB Executive Committee's recommendation that CPI be awarded a (new) contract to operate the YES program from October 1, 2010 to June 30, 2011, in an amount not to exceed \$225,000.00, renewable annually for up to two additional years based on performance and funding availability.

### **Service Delivery and Performance**

CPI was awarded the contract to provide employment and training services for WIA eligible youth that included:

- . Case Management
- . Intake



- . Referral
- . Recruitment
- . Preparation of an objective *Needs Assessment* document that outlines all of the necessary services for an individual to be employable and/or enter post-secondary education
- . Provision of Support Services
- . Connecting youth to services in the community that address barriers to employment, diploma equivalency or skill attainment
- . Tutoring
- . Occupational Skills Training

At their May 26, 2011 meeting, the DWDB approved the Executive Committee's recommendation to renew a contract with CPI (year 2 of 3) for 7/1/2011 to 6/30/2012, in an amount not to exceed \$300,000 based on negotiated contract and availability of funds, to provide Youth Framework Services. The Durham City Council approved this contract renewal at their June 20, 2011 meeting.

Participants served under the existing contract and services received through March 31, 2012 have included:

July 1, 2011 –March 31, 2012	
Completed GED / Diploma and/or Certificate*	22
Entered College	4
Entered Employment	12
Number receiving services that do not yet have outcomes	108
<b>TOTAL SERVED</b>	<b>147</b>

*\*Some youth reflected in both GED and Employment Outcomes*

### Issues and Analysis

CPI has contributed to the YES Program in being on pace to meet and/or exceed state performance goals for the previous year and helped the DWDB earn an additional \$50,000 in performance incentive funds (by meeting/exceeding all of the state youth goals) in PY10. CPI's work in recruiting participants; providing sound and rational individual service strategies; and providing comprehensive guidance and counseling, supportive services, pre-GED instruction, occupational skills training and referrals; has helped the region achieve the following performance outcomes (based upon the Workforce Investment Act Common Measures):

Measure	Performance for PY 2010	Goal	Meeting Goal
Placement in Education or Employment	65%	61%	Exceeded Goal
Attainment of a Degree or Certificate	59%	41%	Exceeded Goal
Literacy and Numeracy Gain	46%	46%	Yes



### Funding Considerations

- . The current contract with Community Partnerships, Inc. is for \$300,000.00 and expires June 30, 2012. This contract resulted from the RFP that was released in May 2010 and awarded to CPI in July 2010, and is renewable annually (per the RFP and DWDB approval) for up to two additional years based on performance and funding availability;
- . OEWD determined that CPI met the performance under the FY12 contract, and has made a recommendation to the DWDB to renew the contract with CPI for the remaining year of the contract from July 1, 2012- June 30, 2013 based on past performance;
- . The DWDB Executive Committee approved this recommendation at their May 09, 2012 Executive Committee;
- . The DWDB is recommending to increase the amount of the contract with CPI by \$350,000.00 (for a total contract amount not to exceed \$875,000.00) to provide up to 150 WIA eligible youth with employment and training services in the YES program;
- . A contract renewal with CPI will provide uninterrupted services to WIA eligible youth currently enrolled in the YES program.

### **Alternatives**

The City Council could elect to not enter into and/or renew a contract with Community Partnerships, Inc., leaving the City without a provider of the services outlined in the background section for the YES program, and forcing the City to advertise for proposals or directly manage the program until a new provider is identified. If another provider is not identified through the RFP process, this would require the Office of Economic and Workforce Development to directly manage the program which is inconsistent with the language in the federal Workforce Investment Act that states that Workforce Investment Act services should be provided under contract or voucher.

The City Council could also elect to reduce the amount of the proposed contract renewal with CPI, which could result in fewer services provided to WIA eligible youth and/or less youth being served under this contract from July 1, 2012 – June 30, 2013.

### **Financial Impact**

Community Partnerships, Inc. would be approved for payments of up to \$875,000.00. Funds for this contract will have no impact on the City of Durham General Fund. Funds for this contract are paid with WIA Youth dollars that are received by OEWD from the United States Department of Labor through the North Carolina Department of Commerce Division of Workforce Solutions to the City and the Durham Workforce Development Board.

### **SDBE Summary**

An SDBE summary is inapplicable because no project-specific goals have been set and no SDBE's are involved in this item.

### **Attachments**

Contract Amendment with Community Partnerships Inc. to Provide WIA Youth Services, 17 pages